



PURCHASE ORDER

PO Number: 303-0-0854

Requisition Number: 303-0-01975

Order Date: 5/22/2020

Ordered

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Brown-Heatly Building
4900 N. Lamar Blvd.
Austin, TX 78751

Show numbers on all papers and packages

Referenced Source or Vendor

17419760511
Workquest
1011 East 53 1/2 Street
Austin, TX 78751
Abby Monk
Phone: 512-451-8145, Fax:
amonk@workquesttx.com

Disinfect and Sanitize Brown Heatly Building.

Reference attached quote for pricing.

- Any changes or modifications to the scope of dollar value of this purchase order shall be documented by issuance of a Purchase Order Change Notice (POCN).

Description

TFC Contact:

Pete Garcia

(512) 463- 3566

Pete.Garcia@tfc.state.tx.us

FEMA Additional Terms and Conditions Apply.

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

Line Items

| Description | Qty | Unit | Unit Price | Start Date | End Date | Total |
|---|-----|------|------------|------------|-----------|-------------------|
| Disinfect touch points in BHB common areas throughout the buildings, to include entrances, elevators, corridors, office/cubicle, restrooms, breakrooms, stairwells, conf. rooms | | | | | | |
| | 1 | Job | \$3,775.00 | 5/22/2020 | 7/24/2020 | \$3,775.00 |
| NIGP Class: 910 NIGP Item: 39 Object Class: 277 Reimbursement Type: Not Reimbursable Notes: Funding: 0477 | | | | | | |
| Grand Total | | | | | | \$3,775.00 |

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512) 463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

| | |
|----------------------------------|--------------------------------------|
| Agency | TFC |
| Fiscal Year | 2020 |
| Division | Facilities Management and Operations |
| Program | Property Management |
| Phone | 5124633566 |
| Org Code | 0477 - Coronavirus Response |
| Type of Purchase/PCC Code | ' ' Exempt with Specific Legal Cite |
| Work Order Number | 728541 |

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Goll, Heather - CTCD, 5124630209

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)